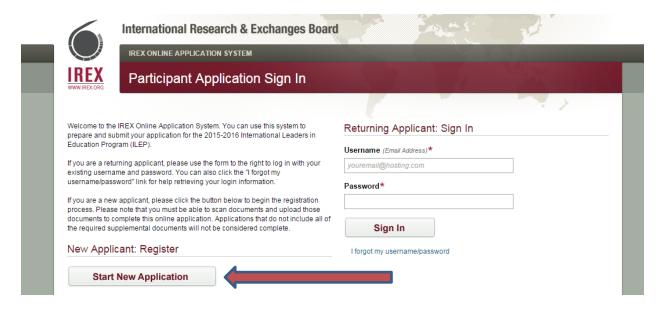






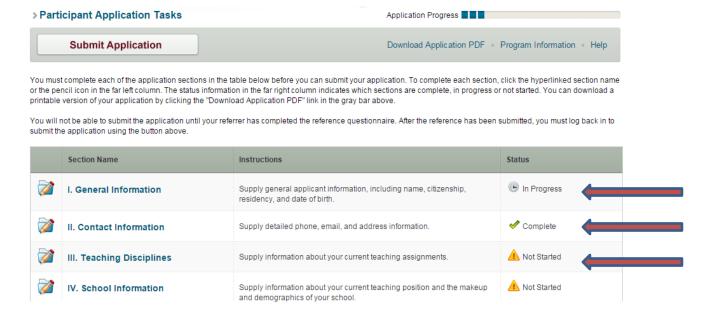
## Teaching Excellence and Achievement (TEA) Program & International Leaders in Education Program (ILEP) Online Application Guide for Applicants

1. Register as a new applicant.



You do not need to finish the application in one sitting. Remember your login information, and you may come back to the application at any time prior to your country specific deadline.

2. The home page allows you to view all of the sections required to submit your application. Please keep track of which of those are complete, in progress, or not yet started.

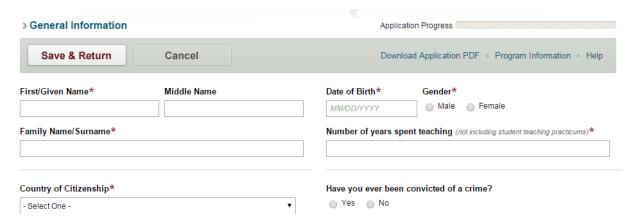






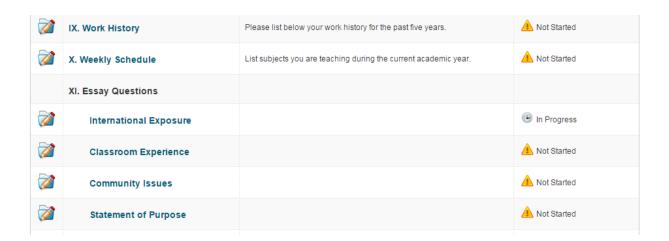


3. Go through each section of the application to enter information about yourself.



\*Note: Not all participating TEA & ILEP countries are accepting online applications.\* Please follow the instructions on screen to access the paper application if prompted.

4. **Section XI. Essay Questions:** Please note that there are multiple components of this section. The Statement of Purpose is the most important part of your application.

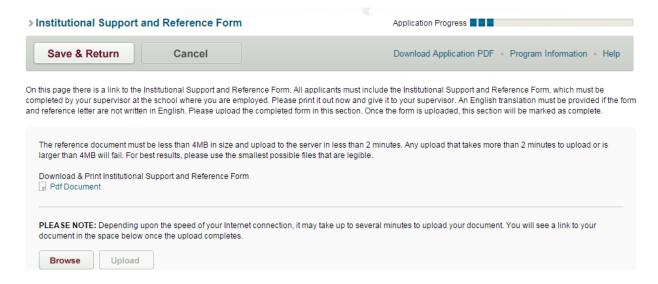








5. **Section XII. Institutional Support and Reference Form**: In this section, please download and print the Institutional Support and Reference Form. Your supervisor must complete this form for your application to be considered. Once it is completed, upload an electronic copy to the system. This section is not complete until it is uploaded.



6. **Section XIII. Privacy Policy and Application Certification Statement:** In this section, please download and print the Privacy Policy and Application Certification Statement. Once you sign the form, upload an electronic copy to the system.

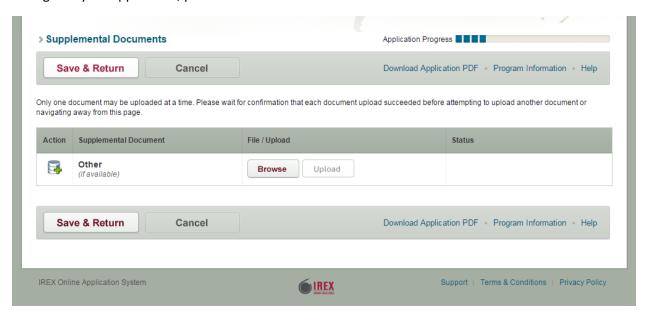








7. **Section XIV. Supplemental Documents**: If you would like to upload any other documents that you feel strengthen your application, please do so here.



8. When you have completed all sections, click "Download Application PDF" to save a copy of your application for your records. Finally click "Submit Application". International Research & Exchanges Board Welcome back Emily . Sign Out IREX ONLINE APPLICATION SYSTEM Last saved: 1/14/2015 at 5:22 PM CUT 2015-2016 International Leaders in Education Progra > Participant Application Tasks Application Prod **Submit Application** Download Application PDF Program Information Help You must complete each of the application sections in the table below before you can submit your application. To complete each section, click the hyperlinked section name or the pencil icon in the far left column. The status information in the far right column indicates which sections are complete, in progress or not started. You can download a printable version of your application by clicking the "Download Application PDF" link in the gray bar above. You will not be able to submit the application until your referrer has completed the reference questionnaire. After the reference has been submitted, you must log back in to submit the application using the button above Section Name Instructions Status I. General Information Supply general applicant information, including name, citizenship, Complete residency, and date of birth.

If you have difficulties with the online application, please email IREX at <a href="mailto:ilep@irex.org">ilep@irex.org</a> for the International Leaders in Education Program (ILEP) or <a href="mailto:teaglobal@irex.org">teaglobal@irex.org</a> for the Teaching Excellence and Achievement (TEA) Program.

Supply detailed phone, email, and address information.

Complete

**II. Contact Information**